



**Office of Accreditation and Teacher Quality  
700 Governors Drive  
Pierre, South Dakota 57501**

### **Professional Preparation Application Instructions & Requirements**

To add a professional preparation or advanced degree to your certificate, please send us the following:

- Your completed application;
- Application fee;
- Transcripts to verify program completion;
- Copy of Praxis II test scores, if applicable;
- University sign-off form;
- Three years of verified experience in an accredited K-12 school, one year of which included classroom teaching experience or direct services to students.

After, July 1, 2005, all professional preparations and endorsements will need to be validated with an approved Praxis II test where applicable. Additional information on the required tests and the passing scores can be found at:

<http://doe.sd.gov/oatq/praxis/docs/testreq.pdf>

Any action requested by the holder which warrants the review of certification records or issuance of a new certificate is subject to \$20 processing fee as laid out in § 24:15:03:05.

Forward all of the above materials to the Department of Education, Office of Accreditation & Teacher Quality, 700 Governors Drive, Pierre, SD 57501.

If you have any questions regarding this process, email the office at:  
[certification@state.sd.us](mailto:certification@state.sd.us).



**APPLICANT:**

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Phone (Day)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone (Evening)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip+4

\_\_\_\_\_  
Email

**COLLEGE AND UNIVERSITY AUTHORIZED REPRESENTATIVES**

**Institutional Statement**

I hereby certify that \_\_\_\_\_ (applicant) satisfactorily completed the following education program(s). See section A for a list of programs.

\_\_\_\_\_  
Date of program completion

\_\_\_\_\_  
Date of program completion

\_\_\_\_\_  
Date of program completion

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
College or University

\_\_\_\_\_  
Address

\_\_\_\_\_  
Zip

Check the appropriate program completed on following pages. Attach an official transcript and mail the application with all attachments to Teacher Certification, 700 Governors Drive, Pierre, SD 57501.

### **Administrator**

**Note: Requires a letter of verification of three (3) years of direct services to students in a school district.**

- \_\_\_ 300 PK-12 Principal
- \_\_\_ 301 P-8 Elementary Principal
- \_\_\_ 302 7-12 Secondary Principal
- \_\_\_ 304 P-12 Career School Superintendent

### **School Service Specialist**

- \_\_\_ 400 School Social Worker
- \_\_\_ 401 School Counselor
- \_\_\_ 402 B-21 School Speech/Language Pathologist
- \_\_\_ 404 B-21 School Psychologist
- \_\_\_ 406 Birth-21 Special Education Director
- \_\_\_ 407 Curriculum Director
- \_\_\_ 412 School Library/Media Specialist

### **Teachers**

- \_\_\_ 201 Birth- Preschool Education
- \_\_\_ 202 K-8 Elementary Education
- \_\_\_ 203 K-8 Elementary Education w/5-8 Middle Level
- \_\_\_ 204 7-12 Secondary Education
- \_\_\_ 205 7-12 Secondary Education w/5-8 Middle Level
- \_\_\_ 206 K-12 Special Education
- \_\_\_ 209 K-12 Deaf/Hearing Impaired Education
- \_\_\_ 211 K-12 Reading Specialist
- \_\_\_ 213 K-12 Blind/Visually Impaired Education
- \_\_\_ 215 5-8 Middle Level Education
- \_\_\_ 218 K-8 Elementary Education/Special Education
- \_\_\_ 219 Birth – Age 8 Early Childhood
- \_\_\_ 221 Birth- Age 8 Early Childhood/ Birth-Age 8 Special Education
- \_\_\_ 223 K-12 Education
- \_\_\_ 224 K-12 Education w/ 5-8 Middle Level

### **Art Education**

- \_\_\_ 620 K-12 Art Education

### **Educational Technology**

- \_\_\_ 671 K-12 Educational Technology Education

### **Health/Physical Education**

- \_\_\_ 631 K-12 Comprehensive School Health Education
- \_\_\_ 632 K-12 Physical Education

### **Language Arts Education**

- \_\_\_ 570 7-12 Language Arts – Composite
- \_\_\_ 573 7-12 Language Arts: Speech/Debate
- \_\_\_ 574 7-12 Language Arts: Drama/Theater
- \_\_\_ 575 7-12 Language Arts: Mass Communications
- \_\_\_ 576 7-12 Language Arts: English Education(Composition/Literature/Speech)

## **Mathematics Education**

\_\_\_ **580** 7-12 Mathematics Education

## **Music Education**

\_\_\_ **650** K-12 Music Education – Composite

\_\_\_ **651** K-12 Music Education – Vocal Music

\_\_\_ **652** K-12 Music Education – Instrumental Music

## **Science Education**

\_\_\_ **591** 7-12 Science Education – Biology

\_\_\_ **592** 7-12 Science Education – Chemistry

\_\_\_ **593** 7-12 Science Education – Physics

\_\_\_ **594** 7-12 Science Education – Physical Science

\_\_\_ **595** 7-12 Science Education – Earth Science

## **Social Science Education**

\_\_\_ **600** 7-12 Social Science Education – Composite

\_\_\_ **601** 7-12 Social Science Education – History

\_\_\_ **602** 7-12 Social Science Education – Political Science

\_\_\_ **603** 7-12 Social Science Education – Geography

\_\_\_ **604** 7-12 Social Science Education – Economics

\_\_\_ **605** 7-12 Social Science Education – Sociology

\_\_\_ **606** 7-12 Social Science Education - Psychology

\_\_\_ **608** K-12 South Dakota Indian studies

## **Vocational-Technical Education**

\_\_\_ **510** 7-12 Agriculture Education

\_\_\_ **520** 7-12 Business Education

\_\_\_ **530** 7-12 Marketing Education

\_\_\_ **550** 7-12 Family and Consumer Sciences Education

\_\_\_ **561** 7-12 Technology Education

\_\_\_ **610** 7-12 Trade and Industry or Health and Human Services

## **World Languages Education**

\_\_\_ **541** K-12 Latin

\_\_\_ **542** K-12 French

\_\_\_ **543** K-12 German

\_\_\_ **544** K-12 Spanish

\_\_\_ **547** K-12 Lakota Languages

\_\_\_ **Masters Degree: Content Area** \_\_\_\_\_

\_\_\_ **Doctorate Degree: Content Area** \_\_\_\_\_